

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

May 4, 2004

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**FROM:** JAMES A. FELTEN, Public Health Director  
Department of Public Health

**SUBJECT: CLASSIFICATION ACTIONS – TO MONITOR AND EVALUATE  
PERFORMANCE-BASED AMBULANCE CONTRACTS**

**RECOMMENDATIONS:**

1. Authorize the addition of two (2) new positions: one classified to Staff Analyst II, Administrative Unit, R56 (\$46,197 - \$58,968), and one classified to Automated Systems Analyst I, Administrative Unit, R53, (\$42,958 - \$54,808).
2. Authorize the restoration of position # 72805, classified as Administrative Clerk I, Clerical Unit, R37 (\$29,078 - \$ 37,107).
3. Authorize the Auditor-Controller Recorder to increase the appropriations and revenue in the Department of Public Health's FY 2003-2004 budget by \$31,870 as detailed in the Financial Impact section (4 votes required).

**BACKGROUND INFORMATION:** On August 19, 2003 the Board approved model performance based contracts for privately owned ambulance services in San Bernardino County and authorized ICEMA to proceed with contract negotiations and classification review through Human Resources. The Board item specified personnel needs to monitor and evaluate the agreements, and staff necessary to oversee data collection, analysis and reporting. Performance based contracts were approved with all urban and rural providers by the ICEMA Governing Board on April 20, 2004. Negotiations with wilderness and public providers are on-going and contracts/agreements will be presented. The above positions will provide necessary staff to assure appropriate and timely monitoring and evaluation of a prehospital Emergency Medical System (EMS) system in each of the Exclusive Operating Areas (EOAs).

The Staff Analyst II will develop contract/Memorandum of Understanding (MOU) forms and procedures, develop and process Request for Proposals (RFP) bid proposals and agreements, assist in the development and implementation of a management information system for electronic submission of data, and prepare EMS data collection reports relating to system standards compliance.

The Automated Systems Analyst I will work with prehospital providers in designing and implementing a management information system required as part of the quality improvement program and monitoring of contracts/MOUs.

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The Administrative Clerk I will provide supervision to clerical staff, assist professional staff with contract/MOU implementation, assist the Program Coordinator and staff assigned to contract/MOU monitoring and evaluation with regard to penalty assessment, collections, adjustments to administrative fees and budget projects, and assist in preparation of state reports and reports to the Board of Supervisors.

Costs associated with this item are projected for the remainder of FY 03-04 at approximately \$31,870. Projected costs for FY 04-05 are \$400,500 which includes one-time costs related to equipment and space needs. This cost estimate also includes planned changes to the organizational structure of ICEMA pending the recruitment of an ICEMA Executive Director. Management/Monitoring Fees required of the signators of performance based contracts and memorandums of understanding will be the source of revenue for the personnel and related costs noted above. These fees are based on the contractor's percentage of all 9-1-1 Advanced Life Support ambulance transports within the county.

**REVIEW AND APPROVAL BY OTHERS:** The proposed action has been reviewed by Human Resources (Linda Matthews, Classification Manager, 387-5904) on April 19, 2004; County Counsel (Jean-Rene Basle, Deputy County Counsel, 387-5477) on April 19, 2004; and the County Administrative Office (Beatriz Valdez, Administrative Analyst, 388-0211) on April 22, 2004.

**FINANCIAL IMPACT:** The projected additional cost of these positions for the remainder of this fiscal year is \$31,870. This increased cost will be funded by Management/Monitoring fees associated with performance based contracts and memorandums of understanding. Projected additional cost of \$400,500 will be included in FY 2004-2005.. Cost recovery is based on the assumption that all providers, both public and private will be required to pay the Management/Monitoring fees.

Approval of this item will required the following changes to the Department of Public Health's FY 03-04 budget:

	<b>Fund</b>	<b>Dept</b>	<b>Org</b>	<b>Appr</b>	<b>Obj</b>	<b>Amount</b>
<b>APROPRIATIONS</b>						
<b>Salaries and Benefits</b>	AAA	PHL	PHL	100	1010	\$13,500
					<b>Subtotal 100s</b>	\$13,500
<b>Services and Supplies</b>						
General Office	AAA	PHL	PHL	200	2305	\$8,000
Services Out	AAA	PHL	PHL	200	5012	1,800
Cost Applied Overhead	AAA	PHL	PHL	200	5015	8,570
Cost In						
					<b>Subtotal 200s</b>	\$18,370
					<b>Total Appropriation Increase</b>	\$31,870
<b>REVENUE</b>						
Performance Based Contract	AAA	PHL	PHL		9975	\$31,870
Administrative/Monitoring						
Fee						
					<b>Total Revenue</b>	<b>\$31,870</b>

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this item and recommends approval as the action results in no local County cost.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** James A. Felten, Public Health Director, (909) 387-9146

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